



**Remit To:**  
City of San Antonio  
Finance Dept., Treasury Div.  
Hotel Occupancy Tax  
P.O. Box 839975  
San Antonio, Texas 78283-3975

# REPORT OF HOTEL OCCUPANCY TAX CITY OF SAN ANTONIO COUNTY OF BEXAR

**For Information: (210) 207-8667**  
FAX: (210) 207-8676  
EMAIL: mmartinez@ci.sat.tx.us  
INTERNET: <http://www.ci.sat.tx.us/finance>  
(click on "related links")

(a) ACCOUNT NO.		(b) REPORTING PERIOD (one month)		(e) LOCATION		(f) PAYMENT INFORMATION	
		MONTH	YEAR	<input type="checkbox"/> Located in the City of San Antonio (All of San Antonio is within Bexar County)		<input type="checkbox"/> Reporting taxes for the City of San Antonio and Bexar County on this report.	
(c) FILING		(d) DUE DATE		<input type="checkbox"/> Located in Bexar County (but outside the City of San Antonio city limits)		<input type="checkbox"/> Reporting taxes only for the City of San Antonio on this report (Bexar County taxes are due and will be reported separately).	
<input type="checkbox"/> On Time <input type="checkbox"/> Late		Occupancy Tax and report are due on or before the last day of the month following the REPORTING PERIOD in (b).				<input type="checkbox"/> Reporting only Bexar County taxes on this report.	
(g) TRADE NAME AND CONTACT INFORMATION				(h) STATUS OF BUSINESS			
Trade Name:				Is this location still in business? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, as of what date sold/transferred/closed:  If this location has been sold or transferred, provide the new trade name, the owner's name, address and telephone number.			
Owner Name:							
Location Address:							
Mailing Address: (If other than location)							
Contact:							
				Telephone (      ) Number: (      )			
(i) HOTEL OCCUPANCY TAX CALCULATIONS				CITY of SAN ANTONIO		BEXAR COUNTY	
The City of San Antonio collects HOTEL OCCUPANCY TAXES for the City of San Antonio and for Bexar County. Rooms located in the City of San Antonio will be reported in column (j). Rooms located in Bexar County, including those in all municipalities, will be reported in column (k).				(j) Receipts for rooms located in City of San Antonio		(k) Receipts for rooms located in Bexar County	
1. <b>TOTAL RECEIPTS:</b> Enter the gross receipts for all sleeping rooms rented, including sleeping rooms claiming exemption. Do not include miscellaneous charges such as for telephone, safes, personal services, and/or minibar, etc.				\$			
2. <b>EXEMPTIONS:</b> Enter exempted receipts. A Texas Hotel Occupancy Tax Exemption Certificate (Form 12-302) must be completed for each exemption claimed on this line. (Note: Local exemptions are not the same as state exemptions -- see instructions for details of allowable exemptions.)				-			
3. <b>TAXABLE RECEIPTS:</b> Enter the total taxable receipts by subtracting the EXEMPTED receipts (line 2) from the TOTAL RECEIPTS (line 1).				=			
4. <b>TAX RATE FOR CITY OF SAN ANTONIO (9%) AND BEXAR COUNTY (1.75%):</b>				X	.09		.0175
5. <b>TAX:</b> Multiply the TAXABLE RECEIPTS (line 3) by the TAX RATE (line 4) and enter results on this line. Enter Bexar County tax, if any, on this line and on line 7.				=			
6. <b>DISCOUNT:</b> Payments made by the "20th day" following the end of the REPORTING PERIOD, where no outstanding delinquent reports exist, may withhold a 1% discount. Multiply the CITY TAX (line 5) by .01, and enter the result. Non-qualifiers enter zero and continue to line 7. (Note: Bexar County does not grant a discount.)				X			NOT APPLICABLE TO COUNTY TAX
7. <b>TOTAL:</b> Subtract DISCOUNT (line 6) from TAX (line 5), enter result here, and skip to line (11). If paid after the DUE DATE (d), enter amount from line (5) here, and calculate late charges on lines (8-10).				=			
LATE CHARGES	8. <b>INTEREST RATE:</b> Rate is 10% per annum for all days beginning with the 60th day after the DUE DATE (d). Multiply daily rate times the number of days delinquent, beginning with the 60th day after the DUE DATE (d). Enter the RATE in box (m). Calculate interest due by multiplying the RATE in box (m) times the AMOUNT OF TAX on line (5), and enter the result in columns (j) and (k).			(m) INTEREST RATE			
				%		+	
	9. <b>PENALTY:</b> For any tax paid after the DUE DATE (d), check the correct box under (n) at right. Calculate the penalty based on the percentage checked, and enter the result of calculations in column(s) (j) and (k) at far right. Note: The minimum penalty for late payment is \$5.00.			(n) PENALTY RATE			
				<input type="checkbox"/> 5% - 1-30 days late <input type="checkbox"/> 10% - 31 or more days		+	
10. <b>TOTAL LATE CHARGES:</b> Add the amounts on lines (8) and (9), and enter the total in columns (j) and (k) at right.				=			
11. <b>AMOUNT DUE:</b> If paying the tax current, enter the totals from line 7, columns (j) and (k), and proceed to the instructions in TOTAL TAX DUE below. If paying after the DUE DATE, enter the sums of Line 7 (TOTAL) and line 10 (TOTAL LATE CHARGES), columns (j) and (k), and proceed to the instructions in TOTAL TAX DUE below.				\$			

**TOTAL TAX DUE:** Add total amount(s) due on line (11), columns (j) and (k), and return this report with your check or money order payable to the City of San Antonio.

\$

## AFFIDAVIT

I, \_\_\_\_\_ (PRINT NAME), am the ☐ owner, ☐ manager, ☐ controller, or ☐ other. I declare under the penalties prescribed in City Ordinance No. 67104, as amended, that the information contained in this document covering the above period is accurate, true, and correct, to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Title or Capacity

\_\_\_\_\_  
Signature of Affiant